

## AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION:	510 CES/CEF	NUMBER:	04X12
SUPV LEV CODE:	8	COMP LEV CODE:	02
TARGET GRADE:	GS-5	FLSA:	NON-EXEMPT
JOB SHARE:	N	CAREER PROG ID:	NA
SENSITIVITY:	NONCRITICAL-SENSITIVE	BUS:	ACAD AFGE/1867 X PROF
EMERGENCY ESS:	N	DRUG TEST:	Y
KEY POSITION:	N	POSITION HIST:	REPLACES 04X12, 7-02-96

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CLASSIFICATION: Firefighter, GS-0081-05  
 DUTY TITLE: Firefighter

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ORG & FUNC CODE:	ECY	Civil Engineering
1ST SKILL CODE:	75% ABWPDH	Firefighter, Structural
2ND SKILL CODE:	25% ABWPDJ	Firefighter, Airfield
3RD SKILL CODE:	%	

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CLASSIFIED BY: RON DALE

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CLASSIFIER SIGNATURE

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DATE

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SUPERVISOR'S CERTIFICATION:

I certify that this Core Personnel Document is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR: ERNST R. PIERCY

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SUPERVISOR'S SIGNATURE

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DATE

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CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

\*Signature acknowledges receipt. It does not indicate agreement/disagreement.

## AIR FORCE CORE PERSONNEL DOCUMENT

## PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The primary purpose of this position is: To perform a variety of fire fighting, fire prevention, hazardous materials and rescue work associated with buildings, light aircraft, forested areas and automobiles.

The organizational location of this position is: USAF Academy, CO  
10th Air Base Wing  
10th Civil Engineer Group  
510th Civil Engineer  
Fire Protection Flight.

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## ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: Serves as a member of a fire fighting crew, performing duties related to the protection of life, the environment and property. Assists in the inspection and maintenance of fire fighting vehicles and mounted equipment. Acts as a first responder to hazardous materials incidents.

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DUTY 1:	35%	X Critical	Non-Critical
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Performs duties pertaining to protection of life and property and demonstrates knowledge of the base and assigned aircraft.

## STANDARDS:

- A. Serves as a member of a fire fighting crew, utilizing knowledge and training to effectively and safely control and extinguish structural, light aircraft and natural cover fires.
- B. Performs fire suppression and emergency medical duties in a timely manner to assure maximum proficiency in saving lives and property. Administers first aid to injured victims as needed to alleviate further injury and prepare victim for transport to a medical facility.
- C. Demonstrates the ability to readily recognize fire hazards, by performing duties and following procedures required by appropriate directives and office instructions.
- D. Demonstrates the ability to readily recognize the base owned and transient aircraft by acceptable performance, according to appropriate directives during required training sessions and during actual emergency operations involving aircraft.
- E. Assists with the various methods of aircraft rescue including entry procedures, engine shutdown and aircrew/passenger removal for assigned aircraft to established guidelines.
- F. Acts as a first responder to hazardous materials incidents performing the duties required by the situation according to appropriate laws, directives and local instructions.
- G. Is knowledgeable of base locations of hydrants and facilities, installed fire detection and suppression systems, streets, and airfields as demonstrated by ability to locate during daily operations, required training and emergency responses.

KSA: 1, 2, 3, 4, 5

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DUTY 2: 30% X Critical Non-Critical

Performs duties and maintenance pertaining to vehicles, fire fighting tools and equipment, personal protective equipment, clothing, and fire stations/grounds.

## STANDARDS:

- A. Inspects, operates, maintains and reports discrepancies on Self Contained Breathing Apparatus (SCBA), according to appropriate directives and office procedures.
- B. Assists in properly inspecting, operating, maintaining, and reporting discrepancies for tools carried on fire fighting apparatus, according to technical manual guidance and manufacturer instructions.
- C. Assists in performing daily inspections of vehicles as required, according to local instructions.
- D. Maintains and properly stores protective clothing and equipment according to local policy and procedures.
- E. Performs maintenance on fire station grounds and buildings according to locally established guidelines.
- F. Safely and properly operates assigned vehicles according to local instructions in the absence of the driver.

KSA: 1, 3, 4, 5

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DUTY 3: 30% X Critical Non-Critical

Conducts and participates in training sessions; and assists in the annual testing of equipment.

## STANDARDS:

- A. On a scheduled basis, conducts training sessions on fire protection subjects, such as safety, equipment, and vehicles according to readily available training materials and references.
- B. Participates in required annual updating of facility pre-incident plans by physically going through structures to become familiar with the layout, nature and location of particular hazards, and the location of fire protection systems.
- C. Takes an active part in required annual testing of hose, hydrants, pumps, etc., according to guidance in technical orders, manuals and national consensus standards.

KSA: 1, 2, 3, 4, 5

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DUTY 4: 5% Critical X Non-Critical

Maintains personal appearance and working relationships with fellow employees.

## STANDARDS:

- A. Maintains appropriate grooming standards and wears the prescribed uniform in accordance with Air Force Instructions and appropriate Fire Department Operating Instructions.
- B. Ensures personal grooming habits do not affect the proper wear of personal protective equipment, in accordance with Air Force Instructions and appropriate Fire Department Operating Instructions.

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C. Works harmoniously with fellow fire fighters and supervisors during day-to-day activities and during emergencies in a manner that prevents complaints.

KSA: 4

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Other significant facts pertaining to this position are:

A. Prior to being placed into this position, the individual must have the following International Fire Service Accreditation Congress Certifications: Fire Fighter II; Airport Fire Fighter; HAZMAT Operations.

B. Fire fighting is characterized by unusual structures, light aircraft, large concentration of people and a high potential for a severe fire environment.

C. May perform airfield fire protection about 25% of the time and structural and other fire protection about 75% of the time. May be assigned to any of the three fire department stations or the auxiliary air field locations at any time. When assigned to an auxiliary air field, may work an uncommon tour.

D. Is required to perform critical services regardless of weather conditions or base closure and will report to the duty station at the regularly scheduled reporting time.

E. Must participate in the mandatory physical fitness program.

F. Required to use all safety equipment and clothing provided by management.

G. Acts as driver or crew chief during periods of personnel shortages as required. When this need arises, the incumbent must demonstrate the ability to handle changing work loads, manpower fluctuations, and vehicle assignments.

H. Incumbent is subject to random drug testing.

I. Must maintain a valid Colorado driver's license.

J. Must complete and maintain Colorado Certification Training program for wildland fire fighting or Red Card certification.

K. In accordance with HQ USAF Letter, dated 1 Nov 89, subject: Special Coverage of Law Enforcement and Firefighter Positions, the following statement will apply to this position (please see your SF-50 to see which retirement system you are under):

Retirement  
System

Special Coverage Statement

FERS

Position covered as a rigorous position under the Federal Employee's Retirement System (FERS) special retirement provisions (5 U.S.C. 8412 (d) ). Authority: Department of Defense Memorandum dated 31 August 1989.

CSRS

Position covered as a primary position under the Civil Service Retirement System (CSRS) special retirement provisions (5 U.S.C. 8336 (c) ). Authority: OPM letter dated 26 Jun 89.

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**RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES**

1. Knowledge of basic and specialized fire fighting including structures, aircraft, hazardous materials, natural cover, rescue, etc.
  2. Knowledge of basic building design, construction and occupancy.
  3. Ability to learn to drive and operate fire fighting vehicles and operate specialized equipment.
  4. Ability to work with others as well as understand and carry out instructions.
  5. Ability to wear and utilize specialized safety equipment including self-contained breathing apparatus, protective clothing and apparatus.
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**Factor 1, Knowledge Required****Level 1-4 ( 550 Points)**

Knowledge of an extensive body of rules, procedures or operations requiring extended training and experience to perform a wide variety of interrelated or nonstandard procedural assignments and resolve a wide range of problems. Practical knowledge of standard procedures in a technical field, requiring extended training or experience.

**Factor 2, Supervisory Controls****Level 2-2 ( 125 Points)**

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**Factor 3, Guidelines****Level 3-2 ( 125 Points)**

Procedures for doing the work have been established and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of the several established guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.

**Factor 4, Complexity****Level 4-2 ( 75 Points)**

The work consists of duties that involve related steps, processes, or methods. The decision regarding what needs to be done involves the various choices requiring the employee to recognize the existence of and differences among a few easily recognizable situations. Actions to be taken or responses to made differ in such things as the source of information, the kind of transaction or entries, to other differences of a factual nature.

**Factor 5, Scope and Effect****Level 5-2 ( 75 Points)**

The work involves the execution of specific rules, regulations, or procedures and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

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## Factor 6, Personal Contacts

Level 6-2 ( 25 Points)

The personal contact are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, mission, and kinds of work and/or the contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g. the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; one or more of the parties may be uninformed concerning the role and authority of the other participants).

## Factor 7, Purpose of Contacts

Level 7-2 ( 50 Points)

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

## Factor 8, Physical Demands

Level 8-2 ( 20 Points)

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

## Factor 9, Work Environment

Level 9-2 ( 20 Points)

The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts or machines, with contagious diseases or irritating chemicals, etc. Employees are required to use protective clothing such as masks, coats, pants, boots, helmets, gloves, etc.

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CLASSIFICATION SUMMARY:

The GS-081 classification standard is not in FES format, however, factor levels were put on the core document for description of appropriate levels.

## CLASSIFICATION STANDARD(S) USED:

Fire Protection and Prevention Series, GS-081/09-91 (TS-108)

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Position File Name: U:\CE\04X12.doc

USAF Academy Free-Flow Format: 04-94

Date: June 1996